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ABSTRACT

This is the last of three readers in a series designed to impart survival communications skills tc students of English as a second language. Four units cover the following topics: (1) use of a telephone directory: (2) how to read a textbook and how to use the library: (3) looking for and applying for a job: and (4) the task of creating a map of the imaginary Ahi City, with the aim of exercising the comprehension and performance skills that the three readers are intended to develop. Instruction is in the form of low-vocabulary readings, assigned out-of-classroom activities, and comprehension and recognition exercises. An answer key for exercises in all three readers is appended. The last unit assumes that Hawaii is the geographic location of interest to the student. (JB)

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ENGLISH FOR SPECIAL PURPOSES SERIES

AUTOBODY REPAIR

READING RIGHT

A TEXT FOR READING

VOLUME 3

ED181731

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Produced at Honolulu Community College
1977

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UNIT IX

"THE NUMBER IS IN YOUR DIRECTORY"

PREVIEW

In Unit IX you will make a telephone directory for Mahimahi Island. As you work on the directory you will practice the following skills:

1. Alphabetizing
2. Recognizing first, middle, and last names
3. Recognizing abbreviations used in telephone directories
4. Recognizing telephone exchanges and understanding their purpose

When you finish this unit, you should be able to use your own phone directory more efficiently. The alphabetizing practice should also help you in other activities where words have to be arranged in some order. For example, you should be able to use an English language dictionary more quickly, and you should be able to organize a simple filing system after you complete this unit.

Also in Unit IX you will learn the most common English terms for relatives, and you will read a short article about American families.

NOTE: Be sure you understand how to alphabetize before you go on to Unit X. In Unit X you will be working in the library. You will find that understanding how to alphabetize will make using the library much easier.

MAKE A TELEPHONE DIRECTORY

Make a telephone directory with the other students. Before you begin, be sure to read all the directions.

Put in the directory the names of the people you know in Tamarind City and the names of stores, shops, schools, and all the places in Tamarind City that should have telephones. Use the list of PEOPLE IN TAMARIND CITY (pages 215-17) and use your maps of Mahimahi Island and Tamarind City. You can also make up names of other people you think might live in Tamarind City. Here are some places that are not on your Tamarind City map:

Rapoza's Filipino Delicatessen	712 Banyan Tree Street
Lae Hikina Hotel	1311 East Makai Drive
Hikina Makai Restaurant	Lae Hikina Hotel, 1311 East Makai Drive
Banyan Health Foods Store	716 Banyan Tree Street
Hairy Carrie's Hair Care Salon	1025A Nene Street (above Mori Barber Shop)
Mahimahi Outpatient Clinics	
Tail Road Clinic	113 East Makai Drive
Makai Clinic	1703 Makai Drive

Put the names of people and places in alphabetical order (A,B,C,...). Divide into teams of three students. Divide the alphabet into as many parts as there are teams. Each team should alphabetize the people and places in its part of the alphabet. The class can practice alphabetizing first by alphabetizing the names of everyone in the classroom.

Remember these things:

1. With names of people, alphabetize by the last name. Put the last name first.

2. In a family that lives in the same house, only the husband (or father) has his name in the directory.

Jim Johnson and Victoriano Cruz (see list on pages 215-17) have only one telephone in their apartment, but they wanted to have both their names in the telephone directory. They paid $2 more to the telephone company and their phone is listed under both their names.

Doctors with MD after their names have their office address and number listed before their residence (home) address and number. (See examples on the next page.) (Trl)

3. Don't write out middle names. Use initials for middle names.

4. Don't put apartment numbers in the directory. Put only the street address.

5. The telephone directory does not use commas (,) or periods (.).

6. Use these abbreviations:

boulevard	Bl	drive	Dr
avenue	Av	road	Rd
lane	Ln	street	Don't write anything.

"r" = residence (home, place where the person lives not works)

Examples of names listed in the telephone directory:

Kane Michael K 1756 Dolphin Dr	277-7562
Kim Marvin R 1207 Nene	277-3401
Kim Richard Y S MD	
Makai Professional Building	
Suite 811 960 Nene	278-2212
r 3311 Makai Dr	466-9088
Kim Young M 1213 Nene	277-0883
Kim's Cafe 1005 Makai Dr	277-5531

Notice that Kim's comes after Kim, a last name.

A complete alphabetical list is in the answer key of this text. Try to make the directory before checking the answer key.

Notice on your list of PEOPLE IN TAMARIND CITY (pages 215-17) that there are telephone numbers for some people. Here are telephone numbers for some places:

Kim's Cafe	277-5531
TaMaTran Bus Company	278-6142
Fukuda's Auto Body Shop	277-5406
Royal Palm Hotel	277-3213
Mahimahi Outpatient Clinics	
Makai Clinic	277-3211
Tamarind Community College	277-3224
Mauka Service Station	277-5980
Mango Tree Elementary School	277-1667

Ask your teacher to make telephone numbers for the other people and places. Or choose a small committee of students to make telephone numbers.

Remember these things:

1. All the numbers inside Tamarind City west of Pahoehoe Boulevard have the exchange 277-.

2. The numbers on Dolphin Drive are also 277- numbers.

3. The numbers inside Tamarind City east of Pahoehoe Boulevard--between Pahoehoe and Tail Road--have the exchange 278-.

4. The numbers on Tail Road are also 278- numbers.

5. The numbers on East Makai Drive have the exchange 766-.

6. The numbers in the Dolphin Fin area have the exchange 466-. (The people who live in the Dolphin Fin area are marked Dolphin Fin on the list of PEOPLE IN TAMARIND CITY which follows directly below.)

When you have completed the telephone directory, ask your teacher to make copies for each student.

PEOPLE IN TAMARIND CITY

These are people who work at Fukuda's Auto Body Shop. The list includes the names of family members.

Randal Ho Chu Lee	Repairman 1221 Nene Street #212
Nancy Katherine Lee	Randal's wife
Terry Lee	The Lees' six-year-old son
Cindy Lee	The Lees' five-year-old daughter
Michael Keoni Kane	Journeyman 1756 Dolphin Drive 277-7562
Pua Mahealani Kane	Michael's wife; hostess, Hikina Makai Restaurant
John K. Kane	The Kanes' 20-year-old son; musician, Hikina Makai Restaurant
Malia N. Kane	The Kanes' 18-year-old daughter; waitress, Opunui Restaurant
James Francis Ramos	Repairman 1231 Banyan Tree Street #304
Flora Ramos	James' wife; receptionist at Pilikia Nui Hospital Information Desk
Joe Ramos	The Ramos' six-year-old son

Penny Cameron	Repairwoman 1213 Nene Street #204
Todd Cameron	Penny's husband; nurse, Pilikia Nui Hospital
Karen Kim	Secretary 1207 Nene Street #303
Richard Yong Soo Kim, MD	Karen's father; doctor, Makai Professional Building, Suite 811 960 Nene Street 278-2212 r 3311 Makai Dr. (Dolphin Fin) 466-9088
Teresa Jung Hee Pak, MD	Karen's mother; doctor, Mahimahi Outpatient Clinics, Tail Road Clinic, 113 East Makai Dr. r 3311 Makai Dr. (Dolphin Fin) 466-9088
Marvin Richard Kim	Karen's brother; salesperson, MP's Department Store
George Kazuo Fukuda	Owner, Fukuda's Auto Body Shop 226 Pua Lane (Dolphin Fin)
Betty Fukuda	George's wife

These are some friends of the people who work at Fukuda's Auto Body Shop.

David Venasa	1227 Volcano Lane
Maria C. Venasa	David's wife
Brian Venasa	The Venasas' 16-year-old son
Sharon Venasa	The Venasas' 24-year-old daughter
Victor R. Venasa	The Venasas' 30-year-old son 1231 Banyan Tree Street #109
Deborah Larson Venasa	Victor's wife
Maile Lei Venasa	The Victor Venasas' seven-year-old daughter
Victoriano Cruz	1207 Nene Street #206 277-3456
James Denton Johnson	1207 Nene Street #206 277-3456
Richard Watanabe	1207 Nene Street #409
Mary Sanae Watanabe	Richard's wife
James C. Lee	1207 Nene Street #101
Irma S. Lee	James' wife
Robert Paul Fisher	1219 Volcano Lane
Virginia H. Fisher	Robert's wife
Bill Fisher	The Fishers' seven-year-old son
Patty Fisher	The Fishers' four-year-old daughter

Donald Koji Yamamoto	786 Dolphin Drive
Mary Masako Yamamoto	Donald's wife
Frank Yamamoto	The Yamamotos' 22-year-old son
Ferdinand Papoza	1316 Banyan Tree Street
Carol Maria Papoza	Ferdinand's wife
Christine Malia Hookala	1233 Nene Street #205 277-9272
Alberto C. Ramos	1588 Dolphin Fin Road (Dolphin Fin)
Elvira Ramos	Alberto's wife
Wendall R. Young	1213 Nene Street #402
Alice Ai-Lee Chong	1207 Nene Street #410
Young Min Kim	1213 Nene Street #305
Vinh Quang Phan	1221 Nene Street #210
Thuy Thanh Nguyen	Vinh's wife
Minh Quang Phan	The Phan's four-month-old baby
Richard Souza	1556 Banyan Tree Street
Helen Souza	Richard's wife
Toma Tuitele	1212 Dolphin Drive
Tina Tuitele	Toma's wife

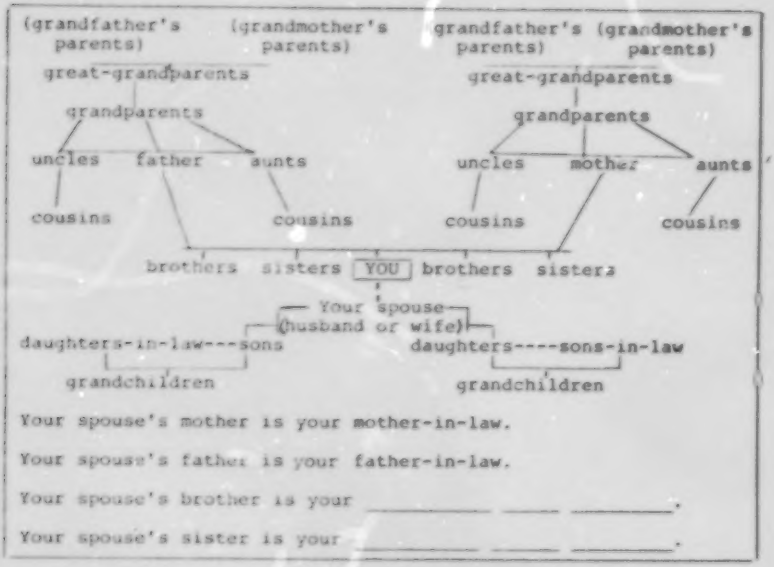
These are some former customers of Fukuda's Auto Body Shop.

Hiroshi Fujimura	1215 Tail Road
Rodney T. Mills	1213 Nene Street #112
John J. McCarthy	335 Dolphin Fin Road (Dolphin Fin)
Esther McCarthy	John's wife
Henry F. Collier	1819 Makai Drive
Genevieve Collier	Henry's wife
Mary Browning Jones	1408A Nene Street
Chung-Ming Lee	115 Pua Lane (Dolphin Fin)
Gladys Ya I Lee	Chung-Ming's wife

CULTURAL EXPLORATION: RELATIVES

In English we have only a few terms for relatives. The following chart illustrates the most common English terms for relatives.

Look at the word you on the chart. The terms for each person on the chart show that person's relationship to you. For example, your mother's brother is your uncle. On this chart the word uncle appears because that is the word you would use to describe his relationship to you. Also, your grandparents are your father's and your mother's parents. The word grandparents appears on this chart because that is their relationship to you.



Your spouse's mother is your mother-in-law.

Your spouse's father is your father-in-law.

Your spouse's brother is your _____ _____ _____.

Your spouse's sister is your _____ _____ _____.

AMERICAN FAMILIES

In the United States many families are small. Often children move away from their parents to start their own families. Often a family is a husband, wife and children.

This small family might live many miles away from the husband's and wife's parents. Many children never really know their grandparents or aunts, uncles and cousins.

Some families have grandparents living with them. But usually the grandparents have their own house or apartment even if they live in the same city with their adult children.

In Hawaii people do live closer to their parents. This is partly because the state is small and many people want to stay here. Also, there still is a strong Oriental influence so that people feel responsible for their parents. Usually the grandparents have their own home. They may take care of their grandchildren during the day while the parents work.

VOCABULARY

Terms for Relatives

your father's parents your mother's parents	=	your grandparents, grandfather & grandmother
your parents	=	your father & mother
your father's brothers your mother's brothers	=	your uncles
your father's sisters your mother's sisters	=	your aunts
your siblings	=	your brothers & sisters
your uncles' children	=	your cousins
your aunts' children	=	your cousins

Terms of Address

Children use the following terms to address their parents:

father	mother
daddy	mommy
dad	mom
pop	ma
pa, papa	mama

The following terms are used for grandparents:

grandfather	grandmother
granddad	grandma
granddaddy	tutu (Hawaiian)
grandpa	grandmama

The following terms are used for aunts and uncles:

uncle + first name	aunt + first name
Uncle Bob	Aunt Helen

Auntie is sometimes used for an older woman who is a good friend even if the woman is not a relative.

Cousins are usually called by their first name. Some people use the title, cousin + first name; for example, Cousin Sarah, Cousin Mike. Usually, though, cousins are called by their first names without a title. (Tr2)

COMPREHENSION

Compare the American family system with the family system in your country of birth. In class, talk about the similarities and differences. Is the system of naming relatives more complex than the American system? Do you have many different names for mother and father? (Tr3)

UNIT X

ONE FOR THE BOOKS

PREVIEW

In Unit X you will learn more about finding and using books. The first part of the unit is about textbooks. You will learn the English terms for the parts of a textbook. You will learn how to get acquainted with a textbook before you begin to read it.

In the second part of the unit you will spend time in a library learning how to use the many materials that are available there for you. When you finish this unit you should be able to use the following materials to find information that you need:

1. The Card Catalog
2. Pamphlet Files
3. Reader's Guide to Periodical Literature
4. Picture Files

NOTE: In Unit X you will need to understand how words are alphabetized so you can use the library easily. If you need practice alphabetizing, go to Unit IX and do or review the telephone directory activity in that unit.

GETTING ACQUAINTED WITH A TEXTBOOK

A textbook is a book you use when you study. In school you usually use textbooks. Before you start to read a textbook you should get acquainted with it. Follow these steps every time you have a new textbook. These steps will help you find information faster when you read and study.

1. First, look at the title page. The title page is usually the first page of the book. It does not have a page number. On the title page you can usually find the following information:

   a. The title of the book.

   b. The author of the book. The person who writes a book is the author.

   c. If there is no author, there may be editors. Editors are people who collect the information for the book. For example, editors might collect poems for a book on poetry in Asia. The editors decide which poems to include in the book. The editors don't write the poetry. The editors are not authors. Look at the title page of your dictionary. Are there editors listed?

2. Look at the copyright page. The copyright page is usually on the back of the title page. There is usually no page number on the copyright page. The copyright date is usually the date the book was published. If the book has been printed more than once, the dates of the new printing will be listed on the copyright page. The printing dates are important because the dates tell you how up-to-date the information is in the book. For example, a dictionary printed in 1920 might be interesting to look through. However, you could not use that dictionary to look up words like sputnik, beatnik, hippie, or astronaut.

3. You can find the name and address of the publisher on the copyright page.

4. Sometimes a book has a preface. A preface is a note from the author. It usually is the page before the table of contents. The preface might tell you about the author or why the author wrote the book. You should look at the preface quickly, but don't spend a lot of time reading it. The important information is in the chapters of the book, not in the preface.

5. Always look at the table of contents. The table of contents tells you how the information is arranged in the book. Look at

the titles of the chapters. Does the book have a glossary, tests, test answers or other information you should know about? Check the table of contents to find out what is in the textbook.

6. Thumb through the textbook. Does the textbook have pictures and charts? Are the pictures and charts numbered? Notice how the pictures and charts are numbered. Sometimes pictures and charts are called figures. Notice the page numbers, too. Where are the page numbers? Is there anything special about the way the pages are numbered?

7. Continue to thumb through your textbook. How is important information marked in the textbook? Are important words underlined? Are italics used to mark important information? *Italic print looks like this line.* Are colors used to mark important information? Are dots • or arrows ⟶ or numbers used? How can you tell when a new chapter starts? How are the titles of chapters written? Are there other titles or headings in each chapter?

8. Look at the last pages of a chapter. Are there review questions at the end of each chapter? Are there self-check tests at the end of each chapter? A self-check test helps you understand the information in the chapter. Usually you can check your own tests. The answers are usually in the textbook.

9. Now look at the glossary. Most textbooks have glossaries. Usually a glossary is at the back of a textbook. A glossary is a small dictionary. It contains words that are used in the textbook.

10. Does your textbook have an index? Usually a textbook has an index. An index is an alphabetical list of the names, places and subjects in a book. The page numbers for the information are also listed. An index can be very useful. For example, if you want information on fluids, look in the index. The index will list all the pages where you can find information about fluids in the book.

11. Now you are ready to study your textbook. You know how the chapters are arranged. You know how to recognize important information in the chapters. Your teacher will tell you what chapters to read for class.

Try to follow these steps every time you get a new textbook. Studying will be easier for you if you are acquainted with your textbooks.

COMPREHENSION

1. What is a textbook?
2. What does get acquainted with mean?
3. Can you get acquainted with people?

   Can you get acquainted with a town?
4. Why is it a good idea to get acquainted with your textbooks?
5. When should you get acquainted with your textbooks?
6. What is a title?
7. Does a title page have a page number?
8. What are editors?
9. List two kinds of books that will have editors listed on the title page.
10. What information is on the copyright page?
11. What does up-to-date mean?
12. What is a preface?
13. How can you find the names of the chapters in a book?
14. What does thumb through mean?
15. List three ways important information might be marked in a textbook.
16. What should you look for at the end of each chapter?
17. What is a glossary?
18. What is the difference between a dictionary and a glossary?
19. What is an index?
20. Read the following lists. Read the numbered list (1-8). Read the lettered list (a-o). Match the parts of a book on the right with the information on the left. The first one is done for you. (Tr l)

3	a. a note from the author about the book	1. title page
	b. review questions about a chapter	2. copyright page
	c. the date the book was published	3. preface
	d. the author's name	4. glossary
	e. a list of editors	5. table of contents
	f. the publisher's name and address	6. end of a chapter
	g. the page where chapter 9 begins	7. index
	h. the title of chapter 3	8. page numbers
	i. How many chapters are there?	
	j. the pages where you can find information about the digestive system	
	k. the number of pages in chapter 5	
	l. How many times has the book been printed?	
	m. the pages where you can find diagrams of the heart	
	n. the pages where you can find information about feeding a patient	
	o. the meaning of quadriplegia	

VOCABULARY

Define the following terms. Example sentences are given with each of the terms. You might want to practice writing other examples. (Tr2)

1. to get acquainted with-

John got acquainted with everyone at the party.

Mary gets acquainted with people quickly.

2. to be acquainted with-

   Mary is acquainted with all her neighbors.

   John is acquainted with all the library books about the medical field.

3. up-to-date-

   This dictionary was printed in 1938. It's not up-to-date.

   His clothes are always up-to-date.

4. thumb through-

   Always thumb through a book before you buy it.

USING THE LIBRARY

THE LIBRARY

A library has information on almost every subject imaginable. You probably know that libraries have books you can borrow. But are you aware of the different kinds of information available to you?

Most libraries have magazines, newspapers, pamphlets and records. Some libraries, especially university and college libraries, have movies, videotapes, film strips and large reference areas with material available on microfilm for use in the library.

Most public libraries have a large selection of children's books. Often there are story hours for young children at the libraries. Films and puppet shows also take place at public libraries.

THE LIBRARIAN

Librarians are specially trained people who work in libraries. Librarians want to help you use the library. If you can't find the information you want, be sure to ask the librarian for help.

THE CARD CATALOG

The card catalog contains information about all the material in the library. If you learn to use the card catalog, you will be able to find the material you want quickly. You can find a book in the library if you know the author, or the title, or the subject of the book. There are three cards in the card catalog for each book in the library--an author card, a title card and a subject card. Learn to use the card catalog. It will help you when you want to find a book, or a record, or a film. There is information in the card catalog about all the materials in the library.

THE READER'S GUIDE TO PERIODICAL LITERATURE

The Reader's Guide to Periodical Literature will help you find information in magazines. Most libraries keep old or back copies of magazines. Sometimes the magazines are on microfilm. Then you need a special machine so you can read the magazine articles. Sometimes old or back copies of magazines are bound together like books and placed on the shelves in the library. Sometimes old or back copies of magazines are stored in a special place in the library.

When you are interested in a special topic, the Reader's Guide can help you find information about that topic in magazines. Learn to use the Reader's Guide. It can help you find interesting information.

LIBRARY ACTIVITIES

During this unit complete the following activities. Put a check in front of each activity when you finish it.

1. _____ Tour a library.

2. _____ Fill in a map of the library.

3. Using the card catalog

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4
_____ Activity 5
_____ Activity 6
_____ Activity 7
_____ Activity 8

4. Using the Pamphlet File

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4

5. Using the Reader's Guide to Periodical Literature

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4
_____ Activity 5
_____ Activity 6
_____ Activity 7

6. Using other library materials

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4
_____ Activity 5
_____ Activity 6
_____ Activity 7
_____ Activity 8
_____ Activity 9
_____ Activity 10

THE LIBRARY

Activity Sheet for the Card Catalog. Do the following activities. You can do these activites in any order.

Activity 1	Answers
What subjects do you check in the card catalog if you want to find a book about autobody repair?	
Activity 2	
Find a book about autobody jobs on the shelf. Write the name of the book and the call number.	
What other types of books are on the same shelf with books about autobody jobs?	
Activity 3	
Is there a textbook on autobody listed in the card catalog? List the title and call number of the book.	
Is there a book listed in the card catalog about autobody that is not a textbook? List the book's title and call number. Find the book on the shelf.	

Activity 4	Answers
Does the library have the Occupational Outlook Handbook?	
What is the call number? Can you take the book out of the library?	
Is there any information on autobody in the book?	
Activity 5 Find a book about the history of Vietnam. What is the call number?	
Activity 6 Give the title and author of a book that has information about the history of the automobile.	
Find the book on the shelf. Is there any information about Henry Ford in the book? Write down the page numbers where he is mentioned. (Use the index.)	

Activity 7	Answers
Are there any books about your country in the library? Find one on the shelf.	
What are the call numbers for books about your country? Give three examples.	
Are the books about your country written in English?	
Activity 8 Are there any books in the library written in your native language?	
If so, give the title and call number of one example.	

THE LIBRARY

Activity Sheet for the Pamphlet File. Do the following activities. Activity 4 can be done at any time. Activities 1, 2, 3, must be done in order.

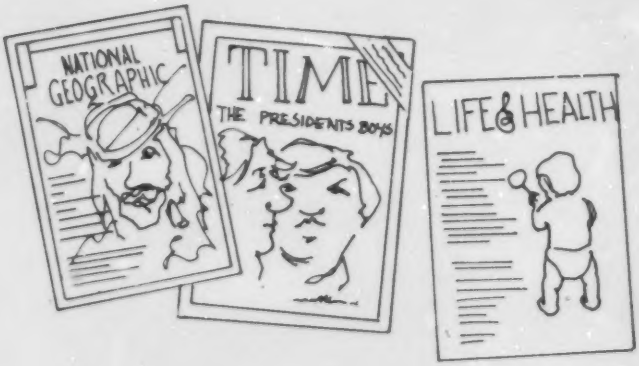
Activity 1	Answers
Is there more than one pamphlet file in your library? If so, what kind of information is in each one? Are there any pamphlets about jobs?	
Activity 2	
Is the material in the pamphlet file cataloqued? Is there an index, like the card catalog to tell you what information is in the pamphlet file?	
Activity 3	
Check the pamphlet files for three pamphlets that interest you. Write the names of the pamphlets.	
Activity 4	
Read the pamphlets that you chose.	

THE LIBRARY

Activity Sheet for the Reader's Guide to Periodical Literature. Do the following activites. These activites must be done in order.

	Answers
Activity 1 View the tape-slide kit, "Reader's Guide--Ready Reference." If not available, your instructor will show you how to use the Reader's Guide.	
Activity 2 Use the Reader's Guide to find an article about your country.	
Activity 3 Write down the complete entry for the magazine article as it is written in the Reader's Guide.	
Now write down the complete entry without using abbreviations.	
Activity 4 Ask the librarian to help you find the magazine.	

Activity 5	Answers
Read the article.	
Activity 6	
Prepare a short oral report to give in class.	
Activity 7	
Give your oral report in class.	



THE LIBRARY

Activity Sheet for Other Library Materials. Do the following activities. You can do these activities in any order.

Activity 1--Records	Answers
Does the library have any phonograph records ?	
Can you listen to the records in the library?	
Can you check out records? How long can you keep them out? How many records can you check out at a time?	
Activity 2--Records Where can you find a list of all the records the library has?	
Does the library have a recording of Frank Sinatra singing "I Did It My Way?" Where did you look to find out?	
Activity 3--Pictures Does the library have a picture file?	

X

Activity 3--Pictures (Continued)	Answers
Can you check out pictures from the library?	
How many pictures can you check out at a time? How long can you keep the pictures?	
Activity 4--Pictures	
Are there any pictures of your country?	
Are there any pictures of Hawaii?	
How are the pictures arranged in the picture file? Are they arranged by subject and by alphabetical order?	
Activity 5--Newspapers	
Are there newspapers in the library?	
Can you check out the newspapers	

Activity 6--Newspapers	Answers
Are all the newspapers in English?	
Are all the newspapers American papers?	
Activity 7--Newspapers	
Write the name of a morning newspaper. How do you know the paper is a morning paper?	
Write the name of a paper from a mainland city.	
Activity 8--Children's Books	
Does your library have children's books?	
Is there a section of the library where children can read?	

Activity 9--Children's Books

Answers

Some books are very good books for children. These books might win an award for being such good books. The Caldecott Award is given every year to the best picture book of the year. The award is given to the book that has the best pictures for children.

The Newbery Award is given every year to the best book for children. The Newbery Award is given for the book that tells the best story.

Does your library have these award-winning books? Are they in a special place where children can find them easily?

Activity 10

What other activities besides reading does the library have for children?

UNIT XI

HELP WANTED MALE & FEMALE

PREVIEW

In Unit XI you will learn how to look for a job and how to prepare for a job interview. When you finish Unit XI you should know how to:

1. Write to an employer and ask for a job application.
2. Fill in a job application form without making any mistakes.
3. Organize a job file.
4. Write a résumé.
5. Prepare for a job interview.
6. Use the library, newspaper and employment offices to help you find a job.

When you finish Unit XI you should have the following things for your job file:

1. A sample job application which you have filled in correctly.
2. At least one letter of recommendation.
3. The name of at least one person you can use as a reference.
4. A typed résumé with no mistakes.

The information in this unit is very important. You should keep this unit with your job file so you can refer to it in the future when you look for a job.

APPLICATION FORMS

Most jobs require application forms. Employers use the application form to get to know you. An employer is interested in your skills, experience, and training. An application form helps an employer decide whether you can do the job that is available.

Usually the supervisor and the interviewer will read your application before they call you for an interview. Large companies have personnel departments. Someone from the personnel department might interview you. In a smaller company or a body shop the supervisor might interview you. Sometimes a small group of people might be interviewers. Usually whoever interviews you will have your application during the interview.

The interviewer will ask questions about the information you included on your application form. For example, the interviewer might ask you to talk about your experience or about your education.

So your application is very important. Your application introduces you to an employer. Your application must be neat and accurate. There are usually many applicants for jobs. An employer might decide not to talk to people who send in messy applications.

Study the employment application in this section. Fill it out carefully. Every company has its own application form. But you can take this sample with you when you look for a job. You'll have most of the information you need to fill out any application form.

Sometimes you have to ask for a job application in writing. If you have to write to ask for a job application, you should type your letter if you can. If possible, write to a specific person, not to a department. In the following letter it is much better to write to Mr. Fukuda than just to Fukuda's Auto Body Shop. You might have to call the business or shop to find out who you should send your letter to. There is a sample letter on the next page.

1213 Nene Street #305
Tamarind City, Mahimahi 99022
May 30, 1977

Mr. George Fukuda
Fukuda's Auto Body Shop
1018 Nene Street
Tamarind City, Mahimahi 99022

Dear Mr. Fukuda:

I am very interested in the autobody repairman's job advertised in the May 29 Tamarind Sun. Please send an application to me at the above address.

Thank you very much.

Sincerely,

Young Min Kim

EMPLOYMENT APPLICATION

(print)

Position Desired _____ Date _____

Name _____

Soc. Sec. No. _____

Address _____

Are you a U.S. citizen? Yes__ No__ Permanent Resident Alien? Yes__ No__

How long have you been a resident of Hawaii? _____

Marital Status (check one): Single__ Married__ Separated__ Divorced__ Widowed__

If married, spouse's name: _____

Spouse's employer: _____

Number of dependents: _____ Ages of dependents: _____

In emergency notify _____
Name Address Phone No.

Do you have a driver's license? Yes__ No__

U.S. MILITARY INFORMATION

Draft classification _____

Reserve, National Guard, etc.: _____

Are you a vetefan? Yes__ No__

Type of discharge _____

List any special training _____

PHYSICAL DATA

Height without shoes ____ Weight _____

Color hair _____ Color eyes _____

Physical Limitations _____

State physical defects _____

EDUCATIONAL RECORD	From	To	Grade Completed	Major/Degree
High School				
College				
Business				
Other				

School Activities _____

Typing speed _____ Shorthand speed _____

Office or Trades and Crafts skills _____

Page 1 of Employment Application

List other training, experiences or qualifications which might be beneficial in your work with this company_____

_____

Name of technical, professional or civic organizations to which you belong____

_____

PREVIOUS EXPERIENCE (Start with last position. Account for all time: if unemployed, in military service, or in school.)

Company_____From_____To_____

Address_____Phone No._____

Nature of work at start_____

_____Salary_____

Nature of work at leaving_____

_____Salary_____

Reason for leaving_____

Company_____From_____To_____

Address_____Phone No._____

Nature of work at start_____

_____Salary_____

Nature of work at leaving_____

_____Salary_____

Reason for leaving_____

PERSONAL REFERENCES

NAME_____PHONE NO._____

ADDRESS_____

NAME_____PHONE NO._____

ADDRESS_____

NAME_____PHONE NO._____

ADDRESS_____

READ CAREFULLY BEFORE SIGNING:

1. I hereby authorize this company to solicit all information desired in connection with this application including matters of opinion, character, ability and conduct, and also authorize and request each person and firm named in this application to give such information. I hereby release such individuals and companies from any liability for any damage whatsoever resulting from their release of such information.

2. I agree to submit myself, upon request, for physical examination by a licensed Physician of the Company's choosing and understand that failing to pass said examination I will not be retained in the Company's service.
3. I certify that the information contained in my application for employment is correct and complete to the best of my knowledge and belief. I understand that any false statement or omission of material fact may be sufficient cause for rejection of my application or dismissal after employment.
(Tr 1)

Signature of Applicant_____

YOUR JOB FILE

You should have a job file that you keep up-to-date all of your working life. You should keep the following information in your file.

Letters of Recommendation. These are letters written by your employers. The letters will tell about the work you did at your job. You should have a letter of recommendation from your supervisor at each job that you have. Usually you should ask for a letter of recommendation after an employer has a chance to see how well you work. You can ask for a letter for your job file before you plan to change jobs. Of course, you should always ask for a letter of recommendation before you go to a new job.

You can also ask other people who work with you to give you letters of recommendation. For example, perhaps there is a repairman you worked with in the shop. The person was not your supervisor but he/she knows the kind of responsibilities you had and he/she knows how well you did your work. You can ask that person to write a letter of recommendation for you.

If your supervisor goes to a new job, get a letter of recommendation from him/her before he/she leaves even though you are staying at the same job.

When you get a letter of recommendation, keep it in your job file. When you apply for a new job, send a xerox copy of the letter with your application. Never send the original letter.

Letters of recommendation can be from supervisors, teachers or anyone you have worked closely with. If you do volunteer work or work within a church or temple you might get a letter from one of the people you work with, especially if you organized a fund drive or led a committee.

Do not include letters from relatives.

Sometimes supervisors want to send confidential letters of recommendation. A confidential letter of recommendation is a letter your supervisor sends to your potential employer. You don't see the letter, so it can't go in your job file.

References. These are people who will talk to an interviewer about you. They can be the same people who write letters of recommendation for you, or they can be different people.

Often on a job application you are asked to list references. Be sure to ask a person if you can use his/her name as a

Sample Letter of Recommendation

Fort Dunhill
Motor Pool
P.O. Box 222
Poi City, Mahimahi 99022
June 5, 1977

Mr. George Fukuda
Fukuda's Auto Body Shop
1018 Nene Street
Tamarind City, Mahimahi 99022

Dear Mr. Fukuda:

This letter is written in support of Mr. Young Min Kim. Mr. Kim worked as an autobody repair trainee with us for four months (2/77 - 5/77). He worked hard and learned a lot about autobody repair. During his training with us, he learned the uses of the basic hand tools. He also learned how to use an electric grinder, a welding torch and a spray gun.

Mr. Kim was always on time and only absent for good reason. He followed directions and was very useful to us.

I highly recommend Mr. Kim for any autobody repair job. He needs to learn more, but I'm sure he will be an asset to any repair business.

Sincerely yours,

James Tanaka

James Tanaka
Supervisor
Fort Dunhill
Motor Pool

reference before you write his/her name on the application form.

It is a good idea to have three references. If you don't know that many people who can give you a reference, don't worry. After you go to school and work for a while, you will meet people who will be references for you.

A character reference is someone who can tell an employer that you are honest and a good citizen. Sometimes on a job application you have to list a character reference. A character reference can be a supervisor, a teacher, a priest or someone you work with.

Do not ask relatives to be character references.

Job Applications. When you start looking for a job, you will fill out a job application for most jobs. The application will ask for personal information like your address, phone number, job experience, education and citizenship. Always read an application form carefully before you fill it out. Follow the instructions carefully. Print or type neatly and clearly.

Make a copy of the application after you fill it out. Keep the copy in your job file. Send the original application. Send a copy of your résumé and copies of your letters of recommendation with the job application.

When you apply for a job, send the following information:

1. The original job application filled out correctly. (Keep a copy for your job file.)

2. A copy of your résumé.

3. Copies of your letters of recommendation.

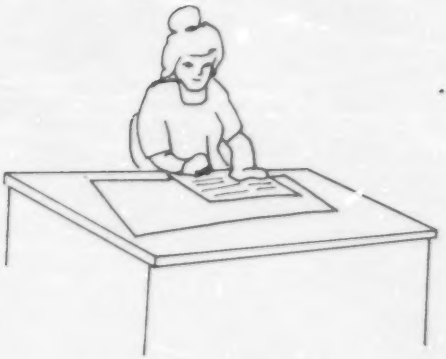
Information or Ads for Jobs You Apply For. Keep this information with the copies of the applications for each job. Then, if you have an interview, you can review what you wrote on the application and also make a list of questions to ask during the interview.

Your Résumé. A résumé is a summary of your job and education experience. You should send a copy of your résumé with all job applications. Your résumé is a personal advertisement. It introduces you to a potential boss before you meet face to face in an interview.

You should write your resumé so your employer will know what your qualifications are. You should write your résumé so it shows off your accomplishments.

There are many ways to write a résumé. There is an example on the next page.

As a class assignment, write your own résumé. Follow the form in the resumé on the next page.



Résumé of Young Min Kim
1213 Nene Street #305
Tamarind City, MM 99022

Phone 277-0883

Employment

Feb. '77--May '77	Fort Dunhill, Poi City, MM. Autobody Repair Trainee Vocational Experience Program Worked on Army trucks, jeeps, and cars. Repaired dents, did refinishing and rust removal. Used electric grinders and welding torch, as well as spray guns and other tools basic to autobody repair.
Sept. '75--Feb. '77	Opunui Restaurant, Tamarind City, MM. Bus Boy/ Dishwasher Carried plates, re-set tables, assisted waitresses: Tues. and Wed., worked the dishwasher.
Sept '72--Sept. '75	Korean Army, Seoul, Korea. Mechanic and general vehicle maintenance. Worked in the motor pool repairing engines and doing engine maintenance work on military vehicles.

Education

Feb. '77--May '77	Tamarind Community College, Tamarind City, MM. Vocational English Program Studied English 4 hours a day; work experience at Fort Dunhill 4 hours a day.
Sept. '70--July '74	Technical High School, Seoul, Korea. Diploma Studied 6 years of English; math and science were taught in English.

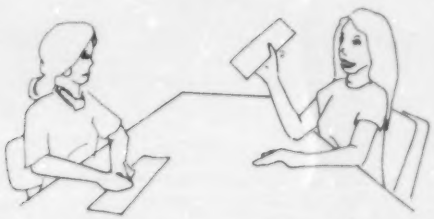
Writing Your Résumé. Follow the form in the example when you write your résumé. Your résumé can be one to two pages long. It should not be longer than two pages. If your résumé is too long, no one will read it. Usually it is best not to include a picture with your résumé.

Your résumé must be neat and easy to read. Type your résumé. There should be no mistakes. Spelling errors indicate carelessness. Leave wide margins and space in the resumé.

Ask a friend or English teacher to proofread your résumé for you. When your résumé is perfect, have it duplicated. Use photo offset printing for clear, clean copies. Some xerox machines will make clear, clean copies. Xerox machines that are used often, like machines in university or college libraries, usually do not give good copies. If you don't want to pay for photo offset printing, use a xerox machine in a stationery store or at a printing company. However, compare prices. If you want a lot of résumés, the photo offset printing might be cheaper.

Do not date your résumé. Review your résumé every six months and keep it up-to-date. Rewrite it if necessary.

NOTE: People with no work experience will not be able to write a résumé. This does not mean you won't find a job. Some jobs do not require a résumé. Do not worry if you don't have the job experience to write a résumé. If you don't have a résumé, the application form for the job and the job interview will be the way your future employer gets to know you.



TIPS FOR A SUCCESSFUL INTERVIEW

The job interview is very important. There are several things you can do to make an interview go well. Remember, the interview is a time for an employer to get to know you. The impression you make may mean the difference in whether you are hired or not.

1. Find out as much as you can about the job before you go to the interview.

   a. Visit the body shop or building where the job is. Notice what the building looks like. This will tell you a little about the working conditions for the job.

   b. If there is a phone number to call for information about the job, call the number and find out what you can about the job. For example, find out what the responsibilities of the job are.

   c. The public library may have information, too. For example, there might be articles in back issues of your local newspaper about a special project a company was involved in.

2. Arrive early for your interview. Get to your interview 30 minutes early. This will give you time to collect your thoughts. Be sure you give yourself plenty of travel time. Do you have to catch a bus? Catch an early one. Are you driving? Allow plenty of time in case there is a traffic jam.

3. Women: Dress conservatively for you interview. Wear neat, clean clothes-- a dress or suit or, in Hawaii, a muumuu; tailored pants suits are ok, too. Don't wear party clothes, tight clothes, miniskirts, or revealing blouses. Don't wear heavy make-up, costume jewelry, elaborate hairdos or strong perfume. It's best not to wear perfume at all to an interview. If you have long hair you may want to tie your hair back like you will wear it as a nursing aide.

4. Men: In Hawaii people dress very casually. Suits are generally not worn except in the financial district. For your job interview in Hawaii, a neat pair of slacks is appropriate with a short-sleeved or long sleeved dress shirt. Aloha shirts are fine if they are not too bright. For example, an Aloha shirt in shades of brown is better than a bright red one. If you are interviewing for a sales position or for a position in a bank, wear an

up-to-date suit, or sports jacket, if you have one. Always wear shoes to an interview. Socks are usually a dark color and should match your slacks. Comb your hair, be freshly shaved and use no strong cologne. It is best not to wear cologne at all to an interview.

5. When you enter the interview room, greet the interviewer and introduce yourself. Men will shake hands. Sit down when you are asked to sit down. Sit comfortably back in the chair. Don't sit right on the edge of the chair. Keep your hands still. Look at the interviewer when he/she is talking to you. Smile and be enthusiastic. Women: put your purse in your lap or on the floor beside your chair.

6. Don't smoke or chew gum during the interview. If the interviewer offers you a cigarette, it's best to say, "No thank you."

7. Listen carefully to the interview questions. Answer the questions with more than "yes" or "no." Give examples whenever you can. Here are some typical interview questions for nursing aides.

   a. Do you like autobody repair work?
   b. Do you like working with people?
   c. What can you do to help us?
   d. Tell me about yourself.
   e. How would you handle a customer who was unhappy with or critical of your work?
   f. What are your future plans?
   g. Why should we hire you?
   h. Have you done any volunteer work?
   i. Have you done any part-time work?

8. Let the interviewer end the interview. Usually the interviewer will thank you for coming. The interviewer might tell you that you will be notified if you get the job. The interviewer might stand up and shake hands with you. This is a signal that the interview is over. You should stand, shake hands, thank the interviewer for the interview and leave. Don't bring your family or friends to the interivew. If a friend is being interviewed, too, don't wait around for him/her.

9. You will probably have several interviews before you are hired. As you get more practice being interviewed, you will be able to answer the interview questions better. Everybody is nervous at an interview. Sometimes even the interviewer is nervous. Remember to emphasize your

positive points--your training, education, bilingualism. Before you go to the interview think about what you can do for the body shop or company you are interviewing with Be ready to discuss what you can do for the body shop or company.

WHERE TO LOOK FOR A JOB

There are many people looking for jobs in the United States. You must learn to compete with the people who will be applying for the same job you want. You must organize your job hunt. You must inform yourself about the job market, recognize your own skills and actively look for a job. Here are some places to look:

Classified Advertising. Everybody checks the classified ads. Always check the ad section of your newspaper. Most ads for jobs have the name and address of the company or institution which is advertising. Be careful about ads with box numbers and no company name. Never tell an unknown advertiser personal details about your life. Never tell or send details about your finances to an unknown advertiser. Sometimes criminals place such "blind ads" in papers. They may try to rob you, or they may give your name and address to other criminals. Not all "blind ads" are placed for criminal purposes. Just be careful about telling strangers anything about your personal life.

Yellow Pages of the Telephone Directory. The Yellow Pages will give you a complete list of businesses and services in your community.

The Public Library. Your public library has lots of information to help you. The librarian can help you find material about jobs in your community.

Publications of the United States Department of Labor. The Department of Labor publishes many books which contain statistics about business and labor. These publications are in most public libraries.

Occupational Outlook Handbook, Issued by the U.S. Bureau of Labor Statistics. This contains information about nearly all jobs with opportunities that exist in all fields. Check your public library for this book.

Legal Section of a Newspaper. Most newspapers in large cities publish a legal section which lists all the legal matters for the day. The paper lists new business licenses granted and building permits for expanding businesses. You can find the name, address and phone number of business owners who are expanding or starting businesses in your community. Businesses that are growing might be hiring more people.

Government Agencies. Many government agencies require a written test for all applicants. If you pass the test, your name is put on a list with others who passed. In any kind of government employment be prepared for a long wait-- sometimes as much as a year between the time you apply for a job and a hiring date. Many people are never hired. Don't depend on the government for a job; do apply if you are qualified, but continue to look for a job other places.

Human Resources Development. A state-sponsored information and placement center. Information is available here on all programs sponsored by federal, state and local governments.

State Unemployment Office. Many jobs are listed here. There are also job counselors available. The service is free.

School Districts. School districts hire people besides teachers. They may need kitchen help, health aides, janitorial services. In Hawaii the schools are all under one state-wide system and jobs of all types are scarce. There is a bilingual program in the schools in Hawaii. You might apply for a bilingual aide's position. Other states do not operate like Hawaii. There are many school districts in other states, and there may occasionally be jobs available.

Chamber of Commerce. They have a list of all businesses and industries in the state. They also have lists of the types of products or services each business provides.

Employment Agencies. Employment agencies often have jobs listed which do not appear anywhere else. Before you go to an employment agency, check it out with the Better Business Bureau. Ask if the agency is licensed by the state and find out if there have been any complaints about the agency.

Some agencies charge a fee to help you find a job. Never pay a fee or sign a contract with an employment agency until you have checked on the agency. Before you sign a contract:

1. Read the contract and understand it. Ask questions. Be sure you know how much money you must pay for how long and for what.

2. Ask if you can show the contract to your attorney. (Pretend you have an attorney even if you don't.) Don't let yourself be rushed into signing anything. If the agency doesn't want you to show the contract to anyone-- leave.

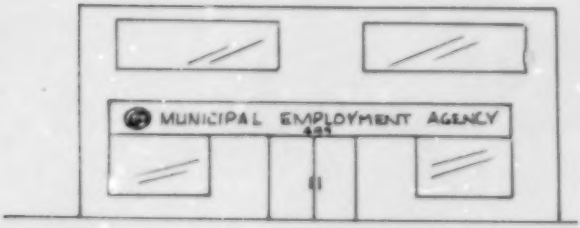
3. Be sure you have in writing what happens if the job you accept falls through. Do you have to pay a fee if the job lasts only a week or a month?

Some agencies do not charge a fee. All costs are paid by the employers who advertise through the agency. You should register with these agencies.

PART-TIME EMPLOYMENT

Remember, many part-time jobs turn into full-time positions. If you have a part-time job, you will have time to look for a full-time job. Also if the part-time job changes to a full-time position, you should have a good chance of being hired. You already know the job, and your supervisor knows you. You have an advantage over other people who want the job.

Looking for a job is usually a long, discouraging ordeal. If you follow the suggestions in this section, you will at least be organized in your job hunt, you will be ready for interviews, and you will have confidence in yourself and your abilities.



RECOGNITION EXERCISES

Exercise 1

_____ Where is Jim?	Here is Jim.
_____ Jim is here	Jim is here.
_____ I don't know.	I don't know.
_____ I am a student.	I am a student.
_____ He works.	He walks.
_____ They will walk.	They will work.
_____ Will they work?	Will they walk?
_____ Here is Alice.	There is Alice.
_____ I'm from Korea.	I'm from Korea.
_____ She won't go.	He won't go.
time: _____ sec.	_____% correct

Exercise 2

_____ Are you here?	Are you there?
_____ Where are you?	There you are.
_____ He's smart.	She's smart.
_____ Come in.	Come in.
_____ Don't go.	Don't go.
_____ He is here.	He is there.
_____ Will he walk?	Will he walk?
_____ They won't work.	They won't walk.
_____ Please call back.	Please call back.
_____ Don't fall.	Don't call.
time: _____ sec.	_____% correct

Exercise 3

_____ There he is.	There he is.
_____ I like mice.	I like rice.
_____ I'm unhappy.	I'm happy.
_____ He's happy.	He's happy.
_____ Right here.	Right there.
_____ I feel bad.	I feel bad.
_____ Let me know.	Let him know.
_____ Was he sick?	Was she sick?
_____ Cover the patient.	Cover the patient.
_____ Help me.	Help me.
time: _____ sec.	_____% correct

Exercise 4

_____ Call him.	Call Jim.
_____ Write to me.	Write me.
_____ You're happy.	You're happy.
_____ Take a break.	Take it back.
_____ Don't call.	Don't fall.
_____ He walks.	He walks.
_____ She works.	She walks.
_____ Open the door.	Open the door.
_____ Close the doors.	Close the door.
_____ Let me know.	Let him know.
time: _____ sec.	_____% correct

UNIT XII

THE MARIMARI REVIEW

PREVIEW

Unit XII contains a project in which you will use your English reading, writing, speaking, and listening skills. Be sure you read the entire project description before you start the project. The project is intended to help you test yourself to see how well you can do the following things in English:

1. Read about a topic you are familiar with.
2. Follow written instructions dealing with a topic you are familiar with.
3. Apply the knowledge you gained from the text in order to solve a specific problem.
4. Communicate with others in English.
5. Write answers to questions and use your answers to make a map of Ahi City.

Unit XII also contains the answer key for all of the exercises in the Reading Right text. You can find the answer key in the last part of this unit.

PLAN AHI CITY

Look at your map of Mahimahi Island. Find Ahi City on the map.

As a class project, plan Ahi City. You can do this different ways. Everyone in the class can work on each section, or the class can divide into three or four groups and one group work on Section 1, another group work on Section 2, etc. Note: Section 4 cannot be done until after Sections 1,2 and 3 are finished.

Ahi City is much smaller than Tamarind City. It is a little bigger than Poi City. Ahi City is mainly a fishing town, but many people in Ahi City work on the sugar and pineapple plantations. Some people probably live in Ahi City and work in Tamarind City.

Do you know any small towns on Oahu? Maybe Ahi City is about the same size as Waimanalo or Waianae on Oahu in Hawaii. What are these small towns like? Do they have many streets? Are their streets big or small? What kinds of stores and offices and schools do they have? Do they have movie theaters and libraries?

There is no high school in Ahi City or in Poi City. The high school students in these two towns have to go into Tamarind City to Banyan Tree High School. And, of course, there is only one community college--Tamarind Community College in Tamarind City.

To help you think about Ahi City, read again:
Mahimahi Island, Unit II
Buses for Mahimahi, Unit VI

Read all of the section before you begin to do the work for that section.

SECTION 1

1. Decide the streets of Ahi City. Decide which way the streets go and give them names. Name the road between Mahimahi Road and Tail Road near Ahi City.

2. Make a map of Ahi City.

SECTION 2

1. Decide what services (stores, businesses, offices, schools, etc.) are in Ahi City.

2. Make a list of these services.

3. To help you decide what services people need in Ahi City:

   a. Look at your map of Tamarind City and note the services there. Remember: Your map shows only a part of Tamarind City; there are services in Tamarind City not on your map. For example, TaMaTran Bus Company is at 347 Nene Street, east of the part of Tamarind City on your map.

   b. Remember that the people in Ahi City will need to have some services in Ahi City. They can go to Tamarind City for some other services.

   c. There are two Mahimahi Outpatient Clinics in Tamarind City, Tail Road Clinic and Makai Clinic. There are two more Mahimahi Outpatient Clinics on Mahimahi Island, one in Ahi City--Ahi Clinic, and one in Poi City--Poi City Clinic. Ask each other: does Ahi City need a hospital?

4. Ask each other these questions before deciding the services needed in Ahi City:

   a. How far is Ahi City from Tamarind City?

   b. What do people need every day, or every working day?

   c. What do people need once (one time) a week?

   d. What do people need only once in a while (maybe once in 2 or 3 months)?

   e. Do the people in Ahi City need a drug store? Do they need an Immigration Department?

   f. Do some Ahi City people work in Tamarind City and go there every workday?

SECTION 3

1. Decide who some of the people of Ahi City are and what they do. Decide where they work or go to school.

SECTION 4 (To be done after Sections 1, 2 and 3 are finished.)

1. Decide where the services of Ahi City are. What streets are the services on? Write the names of the services on the Ahi City map.

2. Decide where the homes are. What streets are the homes on? Remember that some people will live on Mahimahi Road on the way to Tamarind City, on the road between Mahimahi Road and Tail Road and on Mahimahi Road on the way to Poi City.

3. Are there apartments in Ahi City? If there are, where are they?

4. Give street numbers to all the services and homes in Ahi City.

   a. Remember that numbers on streets going away from the ocean usually start with 100 next to the ocean. Numbers on streets going the same way as the side of the ocean can start at one end or the other. In Ahi City streets going away from the ocean are going north and south; streets going the same way (or almost the same way) as the side of the ocean are going east and west.

   b. Ask each other: should the numbers on streets going east and west start on the east side or on the west side?

SECTION 5 (Supplementary- Do this section if you have time and the class wants to do it.)

1. If you made a telephone directory of Tamarind City, add the services and people of Ahi City to your directory. Make it a telephone directory of Mahimahi Island.

ANSWER KEY

UNIT I

Military Match

1.	j	2.	d	3.	i	4.	a	5.	c	6.	e	7.	b
8.	f	9.	g	10.	h								

Abbreviation Match

1.	e	2.	m	3.	t	4.	l	5.	d	6.	n	7.	v
8.	c	9.	w	10.	a	11.	p	12.	q	13.	j	14.	b
15.	o	16.	u	17.	g	18.	k	19.	i	20.	f		

UNIT II

Reading 1 Mahimahi Island
Comprehension

1. in the Pacific Ocean / near the Hawaiian Islands
2. yes
3. the Hawaiian people
4. the Hawaiian people
5. dolphin
6. 200 square miles
7. yes
8. 30,000
9. yes
10. Dolphin Head
11. no
12. on the eastern part of the island
13. Dolphin Tail
14. yes
15. on the eastern side of the island
16. pineapples and sugar cane
17. Tamarind City
18. three
19. Tamarind City, Ahi City, Poi City
20. tourism, fishing, agriculture
21. fishing
22. English

Vocabulary

6. southeast
7. southwest
8. north, east
9. northeast
10. north, east, northeast

Reading 1A Mahimahi Island
Comprehension

1. with their footsteps
2. yes
3. the Hawaiian people
4. on a stone
5. tourism, fishing, agriculture
6. in hotels east of Tamarind City
7. fishing
8. on the eastern side of the island / Dolphin Tail
9. on the eastern side of the island / Dolphin Tail
10. up to the student (should be reasonable)
11. up to the student (should be reasonable)

Vocabulary

2. a. X b. X c. X d. X e. X f. X g. X
   h. ✓ i. ✓ j. ✓

Reading 2 Tamarind City
Comprehension

1. on Mahimahi Island
2. the city of one thousand trees
3. more than a thousand trees
4. some Japanese and Filipino farmers
5. 75 years ago
6. 16,000
7. Tamarind City
8. west of Mango Boulevard
9. in the residential area
10. up to the student (should be reasonable)

Reading 2A Tamarind City
Comprehension

1. more than a thousand
2. some Japanese and Filipino farmers
3. about 75 years ago
4. 16,000
5. Tamarind City
6. west of Mango Boulevard

Exercises With Prepositions

a. 20, 21
b. 9, 22
c. 11, 12
d. 15, 17
e. 13
f. 16
g. 5
h. 8
i. 14, 19
j. 7
k. 1
l. 4

More Exercises With Prepositions

1. a
2. b
3. d
4. a
5. d
6. d, (c only if you are thinking of the Big Island which is named Hawaii)
7. c, d
8. a, c
9. c
10. a, b
11. c, d

UNIT III

Reading 3 Randy Lee's New Job And New Home
Comprehension

1. yes
2. Tamarind City
3. no
4. yes
5. yes
6. two
7. Nancy
8. no
9. Fukuda's Auto Body Shop
10. no
11. two weeks ago
12. yes
13. two months
14. autobody repair
15. a lot more about autobody
16. no
17. Mr. George Fukuda
18. no
19. no
20. Randy and his family
21. at the Royal Palm Hotel
22. Randy and his family
23. for a house or apartment

Reading 3A Randy Lee's New Job And New Home
Comprehension

1. Nancy
2. Terry and Cindy
3. yesterday
4. work as a repairman
5. Mr. George Fukuda
6. He interviewed for the job. / He applied for the job. / His uncle John told him about the job.
7. custodian
8. in another city on another island / in another city / on another island

9. He studied autobody repair.
10. his uncle, John Lee
11. no
12. by learning from Mr. George Fukuda and his employees
13. because they are new residents / They don't have a house or apartment yet.
14. no
15. until they are able to find an apartment or house to rent
16. an apartment or house

Reading 4 Opunui Restaurant
Comprehension

1. many things
2. yes
3. his boss
4. yes
5. the hotel manager
6. "Where can I eat?"
7. yes
8. behind Hoku Movie Theater on Monkeypod Avenue
9. five
10. $2.00
11. It is behind Hoku Movie Theater on Nene Street. (There may be variations.)

Reading 4A Opunui Restaurant
Comprehension

1. four
2. buy
3. the hotel manager
4. the restaurant / Opunui's
5. five
6. "Go east on Nene Street until you come to Tamarind Boulevard. Cross the street and turn right. Walk past Hoku Movie Theater and turn left on Monkeypod Avenue. Koi Pet Shop is on the left side of the street right next to Nguyen's Drug Store. (There may be variations.)

Opunui Breakfast Menu
Comprehension

A. 1. papayas, grapefruits
   2. 40¢
B. 1. mangoes, lychees
   2. 50¢
C. 1. baked manapuas, steamed manapuas
D. 1. soft boiled
   2. eggs
E. 1. 30¢
   2. 40¢
   3. 40¢

F. 1. 40¢
2. 35¢
3. 40¢
4. yes
5. yes

G. 1. 6
2. 2
3. 3

H. 1. 20¢
2. 2
3. 1

I. 1. ham, bacon, sausage
2. no
3. choice of 8 cereals

J. 1. 25¢
2. 10¢

K. 1. hot cakes, bacon, eggs, coffee, toast, etc.
2. juice, milk, cereal, fruit, jam, etc.
3. doughnuts, malasadas, coffee cake, etc.
4. For Keiki's, Our Wiki Wiki Special, Opunui Ono Special, etc.
5. Calorie Counter Special
6. Opunui Ono Special
7. #7
8. yes / doughnut
9. banana
10. cereal, juices, pastry, fruit, beverages

Reading Newspaper Ads
Comprehension

1. $7.29
2. $6.50
3. 12
4. 12¢
5. 300 Mango Boulevard
6. 277-1235
7. 1
8. yes
9. steel-toed shoes
10. $12 (regularly $16)
11. $14
12. $16
13. no
14. 8 p.m.
15. all sizes
16. yes
17. March 30
18. behind Tamarind City Bank
19. yes
20. yes
21. no
22. 1010 Monkeypod Avenue

23. 277-7740
24. closed
25. regular
26. $11.99
27. $14
28. MP's
29. yes
30. Sunday
31. $8.07
32. $1.43
33. 5 p.m.
34. $5
35. March 31
36. every color / all the colors of the rainbow

UNIT IV

Reading 5 Opening A Savings Account
Comprehension

(See the sample Signature Card on the next page.)

Reading 5A Opening A Savings Account
Comprehension

(See the sample Signature Card on the next page.)

Cultural Exploration: Introducing Yourself And Being Introduced
Comprehension

1. You can memorize how to introduce yourself.
2. to pronounce names clearly
3. Randal
4. no
5. A
6. K
7. Anne
8. Lee
9. Lee
10. Lee
11. Randal Ho-Chu Lee
12. Nancy Katherine Lee
13. Randal Ho-Chu
14. Martha Jean
15. RHCL, NKL, IAC
16. Randy
17. Randal
18. Nan (or any other appropriate nickname)
19. Cynthia
20. when you first meet older people, supervisors, or teachers
21. Ms., Mrs.
22. last
23. Mr.

SIGNATURE CARD

LEE, Randal and Nancy
TYPE OR PRINT NAME OF ACCOUNT - - SURNAME, FIRST

any number
ACCOUNT NO.

☐ SINGLE ☒ JOINT ☐ CHECKING ☒ SAVINGS

(1) (Mr) Mrs Miss Ms — Randal Lee — Signature — 530-29-4222 — Social Security No.

(2) Mr Mrs Miss (Ms) — Nancy Lee — Signature — 439-82-0417 — Social Security No.

Mailing Address — Royal Palm Hotel (temporary)

Tamarind City — CITY — Mahimahi — STATE — 33022 — ZIP CODE

Signature Card — TAMARIND CITY BANK — Date today's date

Employer / Position / Phone

1 Mukuda's Auto Body Shop — repairman — Bus. 277-5406
2 none (housewife) — none (housewife) — Home 277-3213 / Bus. none / Home 277-3213

Mother's Maiden Name / Mother's Birthplace

1 Ching — Honolulu, Hawaii
2 Nakamoto — Honolulu, Hawaii

Former Bank

1 Hawaii State Bank
2 Savings and Loan of Hawaii

Initial Deposit $ 10.00

24. Mr.
25. Mr.
26. probably as Terry
27. probably as Nancy or Nan (Honey, Dear, Sweetheart, etc. are all possibilities. Ask your teacher about these.)
28. no
29. when you don't know his family name
30. never
31. yes
32. yes
33. no
34. maybe
35. at their eyes
36. about two feet

Reading 6 Looking For An Apartment To Rent
Comprehension

1. three
2. furnished, partly-furnished, unfurnished
3. kitchen appliances and furniture
4. yes
5. yes
6. yes
7. no
8. beds, chairs, tables, drapes, sofas
9. yes
10. sometimes
11. stove and refrigerator
12. yes
13. yes
14. furniture
15. no
16. the renter
17. stove
18. stove
19. refrigerator and furniture
20. the renter
21. partly-furnished, unfurnished
22. no
23. a laundromat
24. a place where a person can wash and dry his clothes
25. at a laundromat
26. washers and dryers
27. yes
28. yes
29. partly-furnished
30. unfurnished
31. more

Reading 6A Looking For An Apartment To Rent
Comprehension

1. beds, chairs, tables, drapes, sofas

2. up to the student (should be reasonable)
3. refrigerator, stove
4. up to the student (should be reasonable)
5. a stove
6. stove, refrigerator, furniture, sometimes a washer and dryer
7. stove, refrigerator
8. partly-furnished, unfurnished
9. partly-furnished
10. at a laundromat
11. a laundromat
12. a furnished one-bedroom apartment
13. location, number of rooms, utilities included in rent
14. exclusive areas
15. when the furnished apartment is in an exclusive area and the furnished apartment is in a less exclusive area
16. many sizes
17. studio
18. none
19. kitchenette
20. sink and toilet
21. gas, water, electricity
22. it depends: either the renter or the landlord
23. the renter

True/False

1. F
2. F
3. usually F, but depends on location of apartments
4. F
5. T
6. F
7. F
8. F
9. F
10. F

Reading 7 Renting An Apartment
Comprehension

1. the classified ads
2. yes
3. in the Tamarind Sun
4. an apartment to rent
5. furnished
6. how much they cost
7. a furnished three-bedroom apartment
8. three-bedroom
9. $250 a month
10. no
11. from $350 to $450
12. no
13. they were too expensive

14. partly-furnished three-bedroom apartments
15. three-bedroom
16. from $300 to $350
17. no
18. yes
19. partly-furnished two-bedroom apartments
20. yes
21. from $200 to $250
22. $200
23. yes
24. "No children are allowed."
25. two
26. children were not allowed
27. He called the manager of the Rainbow Terrace Apartments.
28. the manager
29. a two bedroom apartment
30. two-bedroom
31. $250
32. yes
33. no
34. stove and refrigerator
35. no
36. gas and water
37. no
38. Randy
39. yes
40. Randy and Nancy
41. yes
42. $250
43. $500 all together
44. the keys

Reading 7A Renting An Apartment
Comprehension

1. $300 to $350
2. because children were not allowed
3. gas and water
4. the apartment at Rainbow Terrace Apartments
5. by checking the classified ads
6. yes / because the landlord said that there was a laundromat on the premises
7. with a stove and refrigerator
8. $500 all together
9. yes (electricity)
10. about $300
11. a three bedroom apartment
12. because there are only two bedrooms
13. three
14. about $250
15. no
16. no
17. to see the apartment

18. pets
19. by telephone
20. by telephone

Reading Abbreviations

apts.	*apartments*	cor.	*corner*
utils.	*utilities*	eves.	*evenings*
bdrm.	*bedroom*	wkends.	*weekends*
nr.	*near*	thru	*through*
incl.	*included*	immed.	*immediately*
Ph.	*phone*	cond.	*condominium (condition)*
fl.	*floor*	&	*and*
Mon.	*Monday*	rm.	*room*
Tues.	*Tuesday*	UH	*University of Hawaii*
Wed.	*Wednesday*	St.	*Street*
Thurs.	*Thursday*	So.	*South*
Fri.	*Friday*	refrig.	*refrigerator*
Sat.	*Saturday*	ofc.	*office*
Sun.	*Sunday*	bldg.	*building*
furn.	*furnished (furniture)*	ext.	*extension (for telephone)*
mo.	*month*	sq.	*square*
avail.	*available*	ft.	*feet, foot*
yr.	*year*	air	*air conditioning*
TV	*television*	w/	*with*
wkly.	*weekly*	gar.	*garage*
condo.	*condominium*	mgr.	*manager*

bdr.	bedroom	elec.	electricity
mos.	months	mins.	minutes
lge.	large	excl.	excellent
min.	minute	info.	information
wk.	week	Jan.	January
rec.	recreation	Feb.	February
Mar.	March	Apr.	April
Aug.	August	Sept.	September
Oct.	October	Nov.	November
Dec.	December	part.	partly
priv.	private (privacy)	appt.	appointment
yrs.	years	bdrms.	bedrooms
apt.	apartment	util.	utility (utilities)
condos.	condominiums	eve.	evening
wkend.	weekend	rms.	rooms

UNIT V

Reading 8 Measuring The Apartment For Furniture
Comprehension

1. yes
2. stove, refrigerator
3. yes
4. no
5. Randy and Nancy
6. The apartment didn't have any furniture.
7. a little, not much / They didn't have much.
8. at the ads in the Tamarind Sun
9. in the Tamarind Sun
10. furniture sales
11. yes
12. yes
13. because new furniture was too expensive
14. yes
15. many things
16. no
17. no
18. a list

19. the names of furniture
20. necessary furniture
21. beds
22. a queen-size bed
23. yes
24. a bunk bed or trundle bed
25. a five-piece dinette set
26. dressers
27. to put their clothes in
28. in dressers
29. yes
30. yes
31. sofa, living room chairs, and lamps
32. no
33. no
34. all the rooms in the apartment
35. all the rooms
36. the right-sized furniture
37. no
38. a tape measure
39. a scale drawing
40. yes
41. yes

Reading 8A Measuring The Apartment For Furniture
Comprehension

1. sofa, living room chairs, lamps
2. The furniture for sale was too expensive.
3. It is a dining table with four chairs.
4. to make it easier to select the right-sized furniture
5. They couldn't make up their minds which furniture to buy because there were so many items for sale.
6. beds, dressers, and a dinette set
7. on a person's lanai (balcony) / in apartments
8. Randy and Nancy
9. king-size beds
10. his family
11. to know how much space they had for furniture
12. 1/8" = 1'

Measurement Exercises

1.

Living Room	=	12' x 14'3"
Kitchen	=	8' x 8'
Bedroom	=	10' x 13'
Master Bedroom	=	12' x 13'
Bathroom	=	4'6" x 8'
Lanai	=	4' x 12'
Hall	=	3' x 18'3"
Master Bedroom Closet	=	3' x 8'
Bedroom Closet	=	4'6" x 5'

2. Living Room = 171 sq. ft.
   Kitchen = 64 sq. ft.
   Bedroom = 130 sq. ft.
   Master Bedroom = 156 sq. ft.
   Bathroom = 36 sq. ft.
   Lanai = 48 sq. ft.
   Hall = 54.75 sq. ft.
   Master Bedroom Closet = 24 sq. ft.
   Bedroom Closet = 22.50 sq. ft.

3. 706.25 sq. ft.
4. 3'
5. 14'3"
6. 4'
7. 8'
8. 8'
9. 18'3"
10. 4'6"
11. 28'
12. 26'6"

Reading Classified Ads
Comprehension

1. king-size / 72" x 84"
2. no
3. 1
4. 5
5. good condition
6. The owner paid $600 for the king-size bed.
7. very / extremely
8. brand name
9. bed, headboard, dresser, night table
10. night
11. probably not
12. You may offer less than $500.
13. dinette set--dining table and chairs
14. no
15. no
16. $200
17. 6 months
18. They are well made. / They are made of solid wood. / Walnut is expensive.
19. You cannot offer less than $1,800.
20. hard / not soft
21. a machine that makes the bed move back and forth rapidly
22. for emphasis / Koa is a very expensive wood. / $249 is inexpensive for Koa.
23. brand name
24. sofa, coffee table, 2 chairs
25. two
26. trundle bed
27. $29

28. 277-1120
29. The sofa is six months old.
30. the days the garage sale will be held
31. the time of the garage sale
32. Oceanside Apartments at 1233 Nene Street #205
33. things / items for sale
34. more than one / not exactly sure
35. up to the student (should be reasonable)

Reading 9 Seven Feet Tall
Comprehension

1. her grandparents
2. yes
3. about the metric system / about measuring with feet and inches
4. yes
5. yes
6. 2
7. herself / her height
8. seven feet
9. no
10. shorter
11. her foot
12. no
13. 12"
14. She likes being seven feet tall.
15. Her foot is not 12" long.
16. draw around something / to outline something
17. b. centimeter c. meter d. kilometer
18. b. foot c. yard d. mile

Reading 9A Seven Feet Tall
Comprehension

1. Since Maile's last name is Venasa, her father must be one of David Venasa's sons.
2. her grandparents
3. David Venasa
4. Maile Lei
5. measuring / the metric system / feet and inches
6. Standard means always the same. A standard measurement is a measurement that is the same every time you use it.
7. herself
8. seven feet
9. no
10. no
11. draw around something / to outline something
12. Her foot is not 12" long.
13. Maile means her foot is a part of her body. It is called a foot.
14. about measurement / about the different meanings of foot
15. no

UNIT VI

Reading 10 The Bus Route
Comprehension

1. about 16,000
2. buses / a bus system
3. yes
4. They are very expensive.
5. yes
6. no
7. two used buses
8. yes
9. The buses were five years old when they were bought. They are ten years old now.
10. 2
11. yes
12. many people
13. houses and apartments
14. in the residential area west of Mango Boulevard
15. west
16. yes
17. in Tamarind City
18. the people in Tamarind City
19. yes
20. a school bus
21. students
22. yes
23. very old
24. breaking down
25. up to the student (should be reasonable)
26. the bus that goes to Poi City
27. the Poi City bus
28. in the afternoon
29. to Poi City and back
30. in Tamarind City

Reading 10A The Bus Route
Comprehension

1. five years ago
2. two
3. because new buses were too expensive
4. because many people were moving into the city and many tourists were coming to visit
5. yes / because there was a school bus that brought students to school
6. west of Mango Boulevard
7. ten years old
8. The buses are new to Tamarind City.
9. from Poi City to Tamarind City through Ahi City
10. in Tamarind City and through the residential area west of Mango Boulevard

11. in Poi City
12. students and workers
13. c
14. b
15. a, d
16. a
17. c
18. b
19. a
20. c

Reading 11 The Island-Wide Bus
Comprehension

1. all around the island / in all towns on the island
2. all around the city
3. in the mornings
4. to Ahi City and Poi City
5. workers, students, residents, tourists
6. up to the student (should be reasonable)
7. from Poi City to Tamarind City and back

Vocabulary Exercise

1. - 10. Use your dictionary to check your answers.

Reading 12 The City-Wide Bus
Comprehension

1. everyone in Tamarind City
2. people who sell things
3. at their stores
4. yes
5. between the hotel and airport
6. the people who live in a city / town / state / near their homes
7. two
8. east
9. west
10. on Nene Street east of Ukole Nui Spa
11. the bus terminal
12. no
13. Poi City, Ahi City, Dolphin Drive / yes
14. Check your map of Tamarind City. There are many places, for example, the zoo, the park, and the bank.

Vocabulary

1. - 4. Check your dictionary after you try to write the definitions.

TaMaTran Bus Schedules/Routes
Exercises--Bus Schedules

1. 25¢
2. 25¢
3. 50¢
4. 50¢
5. 6:00 a.m.
6. #4 arrives at 9:53.
7. #1 at 6:55 a.m.
8. #4 leaves at 10:15;#1 leaves at 10:50. You would be 8 minutes late.
9. #1 leaves at 8:25.
10. east / west
11. #3 at 8:00 a.m., get off at Mango and Banyan / #3 at 9:05 a.m., get off at Mango and Nene / #2 at 9:20 a.m., get off at Mango and Nene
12. a. 9:30 a.m. b. 10:05 a.m. c. 11:00 p.m.
    d. 7:25 p.m. e. 8:30 p.m. or 8:00 p.m. if you get off at Mango and Banyan
13. 1 hour and 39 minutes
14. 35 minutes
15. yes

More Practice

1. 25¢
2. yes
3. 50¢
4. no
5. 6:00 a.m.
6. 4:30 p.m.
7. 9:25 p.m.
8. #2 leaves Mango and Nene at 1:05 p.m.
9. #1 arrives at 3:15 / #4 arrives at 3:19
10. 7:54 a.m. / 11:29 a.m. / 3:24 p.m. / 6:59 p.m.
11. #1 arrives at Pahoehoe and Banyan at 7:36
12. Mango and Nene or Tamarind and Nene
13. 55 minutes
14. 44 minutes
15. 6 minutes

Language Use
More Prepositions

1. a, c 2. b, c 3. c, d 4. b, c 5. a, c 6. d

UNIT VII

Bank And Savings Forms

(Your teacher will show you how to fill out these forms.)

Balancing A Checkbook
Check Register

(See the completed form on the next page.)

Reading 13 Do You Have Any Identification, Sir?
Comprehension

1. rehearsing in a play
2. acting
3. a hobo
4. old, wrinkled clothing
5. wallet / anniversary / mother-in-law's maiden name / anniversary / mother-in-law's maiden name
6. take his wife out
7. Nene Street
8. at almost 3:00 p.m.
9. He would catch the bus at Mango and Banyan Tree Streets. He could not catch a bus that would get him to the bank before 3:00 p.m.
10. 3:00 p.m.
11. $50
12. He doesn't have any identification.
13. He means he didn't know her before she was married.
14. because he wants to surprise her
15. He means the signatures are his. He signed the check and the card.
16. He looks strange, so no one recognizes him. / He doesn't have any identification. / He can't remember his mother-in-law's maiden name.
17. no / the bank closed
18. up to the student (should be reasonable)
19. up to the student (should be reasonable)
20. yes / Actually, in a real situation, if you are in a bank at closing time, you can finish your business even if the bank closes.

Vocabulary

sister-in-law = your brother's wife
brother-in-law = your sister's husband

Reading 14 The Job Jar
Comprehension

1. on Mahimahi Island
2. in Tamarind City
3. on Volcano Lane
4. 1227 Volcano Lane
5. three
6. 16 years old
7. older
8. He runs Omanju Bakery.
9. yes / Sharon

CHECK REGISTER

Check No.	Date	Check issued to	Amount of Check	Date of Deposit	Amt of Deposit	Balance
------	-----	-------------------	----------	8/3	200.00	200.00
1105	8/6	Tamarind Sun	6.25			6.25
						193.75
1106	8/9	Kala Supermarket	35.38			35.38
						158.37
1107	8/9	Cash	20.00			20.00
						138.37
1108	8/15	Tamarind Comm. Col.	52.00			52.00
						86.37
------	-----	-------------------	----------	8/17	123.50	123.50
						209.87
1109	8/25	Maria's Women's Wear	17.45			17.45
						192.42
1110	8/27	Fukuda's Auto Body	42.15			42.15
						150.27

10. on the mainland
11. Omanju Bakery
12. Mr. Venasa
13. Victor
14. no
15. yes
16. He likes to think.
17. what he is going to do
18. goes fishing
19. on his lanai
20. yes
21. sometimes
22. what he is going to do
23. to work around the house
24. around the house
25. a job jar
26. yes
27. names of jobs
28. on a piece of paper
29. yes
30. yes
31. no
32. angry
33. not very often
34. this afternoon
35. this afternoon
36. trim the mango tree and clean the garage
37. to Mori Barber Shop
38. to get a haircut

Reading 14A The Job Jar
Comprehension

1. 1227 Volcano Lane
2. 3
3. 1
4. 1
5. Vic / He's older.
6. no longer working
7. Mr. Venasa
8. no
9. Omanju Bakery
10. about five years before he retired
11. sit on his lanai, go fishing, go to Mori Barber Shop
12. A job jar is a jar that has pieces of paper in it. The papers have jobs written on them. The jobs are things around the house that need to be done.
13. no
14. He probably wants to get away from home, so he doesn't have to do any work.
15. She wants Mr. Venasa to do some work around the house.
16. trim the mango tree
17. clean the garage

18. fix the faucets
19. this afternoon
20. this afternoon
21. go to Mori Barber Shop
22. Saturday
23. Thursday
24. fishing
25. want to
26. A rain check is a ticket or invitation that is given to a person when a game or event the person is going to, is canceled because of rain. If you invite someone to go somewhere and that person can't go, you can say, "I'll give you a rain check." Or he can say, "May I take a rain check?" This means that you both will get together again in the future.
27. because he can't go fishing
28. no
29. She is teasing her son. She wants him to clean his dirty room.
30. no
31. because he is always saying he is going to do something

UNIT VIII

Reading 15 Getting A Car Repaired
Comprehension

1. Ahi City
2. to visit his friend
3. yes
4. 50 miles per hour
5. 40 miles per hour
6. yes
7. at the fields of pineapples
8. no
9. a big truck
10. pineapples
11. to the pineapple cannery
12. slammed on the brakes and turned his car to the right
13. no
14. yes
15. yes
16. frightened
17. unhurt
18. got out of his car and checked the damage
19. in the left rear quarter panel
20. the taillights
21. It was bent.
22. the police
23. He drove home.

24. no
25. carefully and slowly
26. to look at his car
27. the next day
28. the cost of repairing his car
29. yes
30. $65
31. $25
32. $25
33. $25
34. yes
35. $5
36. $105
37. no
38. Randy

Repair Bid Form

(See the completed Repair Bid form on the next page.)

Reading 15A Getting A Car Repaired
Comprehension

1. because Randy provided the labor
2. a dent in the left rear quarter panel, broken taillights, a bent bumper
3. yes / He was driving 10 miles per hour over the speed limit.
4. because Randy was not paying attention to the road
5. Randy
6. He slammed on the brakes and swerved to the right.
7. a little shook-up
8. to the cannery
9. He wanted to know how much it would cost to repair his car.
10. the police
11. The story doesn't say.
12. The damage was slight.
13. He didn't visit his friend.
14. the bumper
15. the taillights
16. the left side
17. to drive slowly and carefully / to pay attention to the road
18. He drove home slowly and carefully.
19. $50 (He won't be charged $55 for labor.)

Repair Bid Form

(See the completed Repair Bid form on the next page.)

Fukuda's Auto Body Shop
1018 Nene Street
Tamarind City, Mahimahi 99022

Phone: 277-5406
Date: 6/20/77

REPAIR BID

Reg. Owner Randal H. C. Lee Phone 277-6421
Address 1221 Nene Street #212 Tamarind City, Mahimahi 99022
Make Toy. Year 62 Type 4dr. Style Car. Lic. No. RR7762
Insurance Co. Tamarind Ins. Adjuster Rodney T. Mills Phone 277-8855

Quantity	Detail of repairs/or replacements	Sublet	Paint	Labor	Parts
1	dent left rear quarter panel		$15	$25	$25
1	bent left rear bumper			$25	
1	left taillights replaced			$ 5	$10

The undersigned agrees to complete the above repairs for $ 120.20 if awarded this job. Of this amount the above insured is to pay deductible $ 50.

By George Fukuda
Estimator

Labor	$ 55
Parts	$ 35
Paint	$ 15
Sublet	-
	-
	-
Sub-total	$105
Mahimahi Tax	$ 420
Total	$10820

80

Lines And Shapes
Comprehension

1. Banyan Tree Street, Nene Street, Makai Drive, Volcano Lane, Monkeypod Avenue, Alley 1, Alley 2
2. Mango Boulevard, Tamarind Boulevard, Pahoehoe Boulevard
3. Tamarind Boulevard, Pahoehoe Boulevard
4. rectangle
5. rectangle

UNIT IX

Alphabetical Guide To Telephone Directory

(See the complete guide on the next page.)

UNIT X

Getting Acquainted With A Textbook
Comprehension

1. a book you use when you study
2. get to know / learn about / find out about
3. yes / yes
4. so you know how to use them
5. before you start to read them
6. the name of a book
7. no
8. people who collect information for a book
9. a book on poetry in Asia / a book of stories by different authors
10. Copyright date / number of printings / printing dates / name and address of publisher
11. modern
12. a note from the author
13. by looking in the table of contents
14. look through the book quickly to see what is inside
15. underlining / italics / color / dots / arrows / numbers
16. review questions / self-check tests
17. a small dictionary of words used in the textbook
18. A glossary contains words only used in the textbook. A dictionary contains most of the words in a language.
19. an alphabetical list of the names, places, and subjects in a book
20. a. 3 b. 6 c. 2 d. 1 e. 1 f. 2 g. 5
    h. 5 i. 5 j. 7 k. 5 l. 2 m. 7 n. 7
    o. 4

ALPHABETICAL GUIDE TO TELEPHONE DIRECTORY

AM 73 Radio Station
Banyan Health Foods Store
Banyan Tree High School
Baybay Zoo
Bong Su Temple
Cameron, Todd
Chong, Alice A. L.
Collier, Henry F.
Cruz, Victoriano
Dick's Used Cars
Fisher, Robert P.
Fujimura, Hiroshi
Fukuda, George K.
Fukuda's Auto Body Shop
Garden Lanai Apartments
Gong Bowling Alley
Hairy Carrie's Hair Care Salon
Hale Kai Apartments
Hibiscus Court Apartments
Hikina Makai Restaurant
Hoku Movie Theater
Hookala, Christine M.
Inday's Kitchen
Jake's Bar
Johnson, James D.
Jones, Mary B.
Kala Supermarket
Kane, Michael K.
Kim, Karen
Kim, Richard Y. S. MD
Kim, Young M.
Kim's Cafe
Koi Pet Shop
KUKU TV Station
Lae Hikina Hotel
Lee, Chung-Ming
Lee, James C.
Lee, Randal H. C.
Mahimahi Outpatient Clinics
  (Ahi Clinic)
  Makai Clinic
  (Poi City Clinic)
  Tail Road Clinic
Mango Tree Elementary School
Maria's Women's Wear
Mark's Men's Shop
Mauka Service Station
McCarthy, John J.
Mills, Rodney T.
Mori Barber Shop
MP's Department Store
Municipal Employment Agency
Nguyen's Drug Store
Oceanside Apartments
Okolenui Spa
Omanju Bakery
Opunui Restaurant
Phan, Vinh Q.
Filikia Nui Hospital
Rainbow Terrace Apartments
Ramos, Alberto C.
Ramos, James F.
Rapoza, Ferdinand M.
Rapoza's Filipino Delicatessen
Reef Hardware Store
Royal Palm Hotel
Sakura Shoe Store
Souza, Richard
Tamarind City Airport
Tamarind City Bank
Tamarind City Hall
Tamarind Community College
Tamarind Court House
Tamarind Electric Company
Tamarind Fire Department
Tamarind Insurance Company
Tamarind Police Department
Tamarind Public Library
Tamarind Savings & Loan
Tamarind Sun
Tamarind Telephone Company
TaMaTran Bus Company
Tuitele, Toma
United States Immigration
United States Post Office
Val's Auto Supply Company
Venasa, David
Venasa, Victor R.
Watanabe, Richard Q.
Wiki-Wiki Fast Foods
Yamamoto, Donald K.
Young, Wendall R.

UNIT XI

Employment Application

(Your teacher will show you how to fill out this form.)

UNIT XII

Plan Ahi City

(Your teacher will review your work in this unit.)